

POSITION GUIDE NONAPPROPRIATED FUNDS

Title: Food Service Worker

Pay plan/Series/Level: NF-7408-01

FLSA: Non-Exempt

Citation: US OPM FWS JGS, Food Service Worker, 7408, 2/92.

US OPM FWS JGS, Custodial Worker, 3566, 9/68.

US OPM FWS JGS, Trades and Labor Occupations, Section II, C3, Mixed Jobs.

Major Duties:

Performs some or all of the following duties alone or as a member of a work crew:

1. Prepares foods by cleaning and cutting vegetables and fruits, opening containers, mixing juices, and making coffee. Carries food items to self-service buffet tables; sets up tables. Replenishes items as necessary. Clears and cleans tables, serving counters, and seating areas. Ensures adequate stocking of flatware, trays, paper goods, beverages, and condiments are available and maintained to meet operational requirements. Keeps customer trash areas clean and trash emptied. Washes dishes, glassware, pots and pans and kitchen utensils. Cleans kitchen and service area equipment and washes floors, walls, and windows in the kitchen, service, and guest seating area.
2. Performs various housekeeping tasks to maintain facility in a clean and orderly condition. Cleans rooms, corridors, stairways, and common areas. Sweeps, mops, vacuums, scrubs, strips and polishes using brooms, mops, lightweight equipment such as vacuum cleaners and lightweight floor scrubbers, waxers, and buffers. Dusts waxes and polishes furniture and fixtures. Cleans, disinfects and deodorizes bathroom and toilet facilities. Empties trash. Make beds and changes linen. Washes mirrors, walls, windows, and blinds. Provides and replenishes toiletries and room condiments. Notes condition of room and report any conditions requiring maintenance or repair. Maintains stock of room and cleaning supplies and condiments to perform assigned duties.

Performs other duties as assigned.

Skill and Knowledge:

Must have knowledge of basic food handling techniques, personal hygiene standards and safe work procedures, and basic arithmetic such as addition, subtraction, multiplication, division, fractions, and decimals. Must have the ability to perform routine manual tasks involving few steps, and be able to read and understand written material.

Must have a basic knowledge of common cleaning solvents, cleaning tools, and equipment. Must be able to remove different kinds of stains from a wide variety of surfaces. Must be able to troubleshoot, make adjustments, and perform minor repair and maintenance of equipment.

Responsibility:

Routine work assignments are completed with little supervision. Specific instructions are provided on new or unusual assignments. Work is reviewed in progress or upon completion for compliance with instructions and established practices. Responsible to identify and report obvious hazards, malfunctioning equipment, and any other situations that may impact work operations.

Physical Effort:

Light to moderate physical effort is required. Lifts and moves items weighing up to 20 pounds. Subject to continuous standing and walking, and frequent stooping, reaching, pushing, pulling, and bending.

Working Conditions:

Work is usually performed indoors in areas that have adequate light and ventilation. Exposed to hot liquids, sharp cutting blades, and hot working surfaces. Exposed to dirt and disagreeable odors and to skin irritations from cleaning solutions. Care is required to avoid injury when working when moving furniture and using powered equipment.

EVALUATION STATEMENT:

Determination of Title and Series: The position involves two series of work, Food Service Worker, WG-7408, and Custodial Worker, WG-3566. The Food Service Worker duties are paramount for recruitment and placement and is coded to the 7408 series and titled as Food Service Worker. A parenthetical was not considered necessary in order to designate the need and the requirement for custodial worker duties at the grade one level.

Determination of Grade: This is a mixed job. The position was evaluated at the grade one level because the factors for Food Service Worker and Custodial Worker match the WG-01 descriptions in the WG-7408 and WG-3566 standards.

Final Classification: Food Service Worker, NA-7408-01.